



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATOM-P (350)

9 Apr 04

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Program of Instruction (POI) Processing

1. References:

a. Memorandum, HQ TRADOC, ATOM-P, 18 Dec 00, subject: Managing Training Growth.

b. Memorandum, HQ TRADOC, ATOM-P, 19 Jun 01, subject: Managing Course Length Growth Impacting Trainees, Transients, Holdees, and Students (TTHS) (TRADOC Chief of Staff policy on controlling course growth impacting TTHS).

c. Memorandum, HQ TRADOC, ATOM-P, 19 Oct 03, subject: Commander's Statement on Approval Authority for Course Growth.

2. Reference 1c changed the approval authority for TRAS documents (POIs and course administrative data (CAD)) with course growth from the school commandant to the Deputy Chief of Staff for Operations and Training. This has caused the Training Operations Management Activity (TOMA) to change how we process these documents.

3. Effective 1 Apr 04, TOMA will process POI packages through the TRADOC staff and obtain Assistant Deputy Chief of Staff for Training (ADCST) decision in approximately eight weeks. The time begins after TOMA receives a complete package--a POI with justification for growth or trade-offs as described in references 1a and 1b. TOMA will use the justification/trade-offs and results of the staffing as a basis for our recommendation to the ADCST.

4. TOMA will notify you within a week after receipt if the POI package is incomplete. The school will then have three weeks to provide TOMA the justification. If the justification is not received, TOMA will take the package to the ADCST and recommend disapproval.

5. A similar process will be implemented for CADs to become more responsive to school needs. A CAD for new courses or ones that indicate course growth require an ADCST decision and also require justification/trade-offs as described in references 1a and 1b. In addition, a CAD supporting new courses needs to meet Total Army Centralized Individual Training Solicitation (TACITS) survey

ATOM-P

SUBJECT: Program of Instruction (POI) Processing

requirements. The TACITS opens 1 March each year. To allow for TRADOC staffing, approval, and entry into Army Training Requirements and Resources System (ATRRS), schools will need to submit the CAD for new courses to TOMA NLT 2 January each year. If this time table is not met, schools risk not having their requirements documented and resource requirements recognized in the Structure Manning Decision Review process.

5. POC for this action is Richard W. Dyer, DSN 680-4105, e-mail dyerr@monroe.army.mil.

FOR THE DEPUTY CHIEF OF STAFF FOR OPERATIONS AND TRAINING:



TROY L. LOVETT
Colonel, GS
Director, Training Operations
Management Activity

Distribution:

Commander

U.S. Army Accessions Command (ATAL-O)

U.S. Army Combined Arms Center and Fort Leavenworth (ATZL-CS)

U.S. Army Air Defense Artillery Center and Fort Bliss (ATSA-MS-P)

U.S. Army Aviation Center and Fort Rucker (ATZQ-DAS)

U.S. Army Maneuver Support Center and Fort Leonard Wood (ATSQ-LAC-TO)

U.S. Army Combined Arms Support Command and Fort Lee (ATCL-A)

U.S. Army Field Artillery Center and Fort Sill (ATZR-R)

U.S. Army Infantry Center and Fort Benning (ATZB-TC-S3)

U.S. Army Signal Center and Fort Gordon (ATZH-DT)

U.S. Army Ordnance Munitions and Electronics Maintenance School (ATSK-T)

U.S. Army Soldier Support Institute Support Services (ATSG-TSS)

U.S. Army Intelligence Center and Fort Huachuca (ATZS-TP)

U.S. Army John F. Kennedy Special Warfare Center and School (AOJK-P)

U.S. Army Quartermaster Center and School (ATSM-DTO)

U.S. Army ROTC Cadet Command (ATCC-SC)

Commandant

Army Management Staff College

U.S. Army Air Defense Artillery School (ATSA-DOTD)

U.S. Army Military Police School (ATSJ-MP-T)

U.S. Army Chemical School (ATSN-CBZ)

U.S. Army Chaplain Center and School (ATSC-TD)

(CONT)

ATOM-P

SUBJECT: Program of Instruction (POI) Processing

CF: (CONT)

U.S. Army Field Artillery School (ATSF-DM)

U.S. Army Infantry School (ATSH-OT)

U.S. Army Ordnance Mechanical Maintenance School (ATSD-DI)

U.S. Army Chaplain Center and School (ATSC-TD)

U.S. Army Engineer School (ATZT-DT-W)

U.S. Army Transportation School (ATSP-TD)

U.S. Army Command and General Staff College (ATZL-SWD-CA)

U.S. Army Armor School (ATZK-TD)

Western Hemisphere Institute for Security Cooperation (ATWI-DOT)

Defense Language Institute, Foreign Language Center-Washington
Office (ATFL-W)

Defense Language Institute, Foreign Language Center (ATFL-AC-S)

U.S. Army Warrant Officer Career Center

U.S. Army Element School of Music, Naval Amphibious Base (ATFG-
SN-TL)

U.S. Army Sergeants Major Academy (ATSQ-LTD-M)

U.S. Army Logistics Management College (ATSK-A)

Assistant Commandant

U.S. Army Aviation Logistics School (ATSQ-LTD-M)

U.S. Army Intelligence School (ARTSI-ETD-PM)

Dean

School of Military Packaging Technology (ATSL-MP), 360 Lanyard
Road, Aberdeen, MD 21005-5282

Chief

National Guard Bureau

Army Reserve